



MINUTES

BOARD OF EQUAL RIGHTS COMMISSIONERS March 18, 2015 at 2:30 PM in Room 301-A

Present:

Aldira Aldape

Marquette Baylor

Kristen Donat

Jeffrey Roman, Chair

Maria Monteagudo, Director - DER

Leslie Silletti, Mayor's Office

Absent:

Mayhoua Moua

Chez Ordonez

Commissioner Roman commenced the meeting at 2:40 p.m.

1. Approval of minutes from the November 19, 2014 ERC meeting.

Approval of the minutes from the November 19, 2014 ERC meeting were moved by Commissioner Aldape and seconded by Commissioner Baylor. The minutes were approved by unanimous consent.

2. The 2015 ERC meeting dates were accepted into the record as presented.

3. Discussion regarding proposed ERC role involving community relations, Milwaukee Promise, Transitional Jobs Program and departmental accountability.

Ms. Monteagudo distributed the draft document, entitled, **Proposed Structural Focus for the Equal Rights Commission**. Ms. Monteagudo indicated that the draft plan is divided into four major areas that reflect the outcome of the conversation with the Mayor. These areas include MPD and MFD Community Relations, the Milwaukee Promise, the Transitional Jobs program and departmental accountability. Ms. Monteagudo presented information regarding each part of the plan, as follows:

- **MPD and MFD Community Relations.** There may be an opportunity for the ERC to interact with the Fire and Police Commission in terms of addressing certain needs of the community (e.g. information, facilitation of meetings, etc.), recognizing the FPC's authority and quasi-judicial role. One aspect of how the ERC may assist the FPC would be to seek information regarding and to illuminate issues related to training, hiring, citizen complaints and community engagement. Engaging in this manner affords the ERC, on behalf of members of the community, to seek out information related to these topics, either by a formal or informal request letter to the FPC (or respective department) that could be responded to by staff or by asking for an item

to be placed on the FPC agenda. Ms. Monteagudo reminded the group that the ERC would enhance the work of the FPC from a community relations standpoint, however cannot direct the FPC in any manner. Ms. Monteagudo suggested that it may be helpful to have the chair of the FPC attend an ERC meeting to offer her reaction to the plan.

- **The Milwaukee Promise.** Ms. Monteagudo mentioned that there are three positions included in the 2015 budget related to supporting the work of the Milwaukee Promise: one position involves community outreach and education and the other two will likely be analytics positions, charged with evaluating data. All three incumbents would likely work closely with the ERC. The positions have been created and will be classified in the next two to three weeks; hiring should occur shortly thereafter.
- **Transitional jobs.** The City of Milwaukee will offer 135 transitional jobs this year. The ERC could seek out CEOs and private corporations, show them what the City has done to help the community and strongly encourage them to do the same. The Mayor is happy to hear that the Commission is interested in reaching out to the private sector.
- **Accountability.** The Mayor agreed in principle with the notion that if there's a new program or a change to a program, the ERC should vet those ideas or changes to assist in anticipating the community's reaction. This could be accomplished by having the department present the change to the ERC as an agenda item or seek ERC's input prior to the AIM process. This would be an effective way to link the accountability provision of chapter 109 with the ERC's regular work. Commissioner Roman stated that that this is a significant step forward and that he's appreciative of the Mayor allowing ER Commissioners to seek input from their respective communities.
- Ms. Monteagudo stated that the overall proposal should be presented to the Mayor and, based upon his endorsement of the same, the ERC will develop an action plan. The first step after getting the Mayor's approval could be having an ERC member brief the leadership of each of the departments.

4. **LGBT Know your Rights Card.** Commissioner Donat reported that the Wisconsin LGBT Bar Association has drafted a Know Your Rights card that's specific to Milwaukee; the focus will be on housing and employment. The content is still being finalized. Clark Graphics provided a quote of \$.31 a card or \$311 for 1,000 cards. The hope is to have the content finalized and printed by this summer for distribution at festivals and day camps. The LGBT Bar Association doesn't have the funding to print the cards. Commissioner Donat asked the ERC if they would consider paying for the printing costs of the cards and mentioned that she will ask the LGBT Bar Association to draft a proposal. Commissioner Roman said this time last year the ERC was developing a strategic plan and had a section on community engagement to accept proposals like this. The ERC agreed that Ms. Donat should bring the proposal to the next ERC meeting.
5. **Confirm next meeting dates and location.** The ERC determined that the Accountability and Community and Neighborhood Subcommittees would meet at 1:00 and 2:30 p.m. respectively on April 1, 2015 in the DER.
6. **Adjourn.** The meeting was adjourned at 4:10 p.m.



MINUTES

BOARD OF EQUAL RIGHTS COMMISSIONERS May 20, 2015 at 2:30 PM in Room 301-A

Present:

Aldira Aldape
Marquette Baylor
Kristen Donat
Jeffrey Roman, Chair

Absent:

Mayhoua Moua
Chez Ordenez

Commissioner Roman commenced the meeting at 2:40 p.m.

1. Approval of minutes from the March 18, 2015 ERC meeting.

Commissioner Donat moved approval of the March 18, 2015 minutes; the motion was seconded by Commissioner Baylor. The minutes were approved unanimously.

2. Presentation by Captain Peter Pierce, MPD Office of Community Outreach and Education

Chair Roman provided a brief summary of the purpose of the ERC prior to Captain Pierce's presentation.

Captain Pierce explained the many functions in which the Office of Community Outreach and Education is involved. The broad programmatic areas include the Police Auxiliaries, Police Explorer Scouts, the Students Talking it Over with Police (STOP) program, the Citizen's Academy, Catch Auto Thieves (CAT) and Robbery Prevention/Deterrence Training.

The Police Auxiliaries are individuals who are trained in multiple areas related to acting in a volunteer, civilian capacity to assist the police department. Most frequently, the auxiliaries help with traffic control at special events, with security at neighborhood festivals or work with a Community Liaison Officer in organizing block watch meetings. The auxiliaries are distinct from the Police Ambassadors, which are paid positions financed through the Milwaukee Area Workforce Investment Board (MAWIB) and local community development block grants. The Office of Community Outreach and Education has also partnered with the Boys and Girls Club, in which once or twice per week officers go into Boys and Girls Club and spend time doing activities with the kids. Additionally, the Boys and Girls Club sponsors kids interested in the Police Explorers program, which is a volunteer program for youth interested in police work.

The Office of Community Outreach and Education facilitates MPD's nationally recognized STOP (Students Talking it Over with Police) program, which commenced in 2010 and has grown from nine to 65 participating public, private and charter schools throughout Milwaukee. The goals of the program are to change the perception of the police in the eyes of Milwaukee's young people, thereby decreasing the chances of an initial volatile interaction, and to educate kids about how to constructively resolve conflict. This year, about 700 kids attended the STOP classes, which involve civics and police science topics, such as the difference between a felony and a misdemeanor, what targeted policing is and citizens' rights. The STOP program is being replicated in other communities and won the Webber Seavey Award from the International Association of Chiefs of Police in 2014. A survey conducted by UWM indicated that 98% of the participants in the STOP program felt the program made them feel better about the police and 88% said their concerns about the police were addressed in the program. Very few graduates of the STOP program have had a subsequent interaction with the police.

Captain Pierce explained that the Office of Community Outreach and Education is addressing the prevention of auto thefts. The rate of auto thefts in Milwaukee has dramatically increased in recent years. Through a partnership with the Automobile Dealers of Greater Milwaukee, approximately 300 anti-theft devices were purchased and installed in cars that are on the top 10 list of the most stolen car models/brands; 98% of the cars in the program have not been stolen.

Commissioner Donat asked how the MPD shares this work on a broader scale and whether the department shows videos, etc. of their successes on social media. Captain Pierce responded that the department employs a public information officer who does utilize social media to share the department's programming and successes.

Commissioner Aldape asked how the ERC can help and support the MPD in these efforts and in improving the community/police relations. Captain Pierce responded that creating relationships will take time and investment. Additionally, the police must engage the youth of the community in the discussion in order to improve the relationship with them. Captain Pierce said that having a representative from the department talk to the ERC periodically is helpful, as the community tells the department what the issues are and a better voice from the community is always good. Captain Pierce concluded by saying that Milwaukee is in good shape in many ways, as the MPD is proactive and a programmatic leader nationally. Captain Pierce invited the ERC to attend the STOP program graduation on 5/21/15 at the Panther Arena; there are 1700 people scheduled to attend the event. Commissioner Roman thanked Captain Pierce for attending the ERC meeting and for all of the great work that his division is doing for the community.

3. Approval of funding for LGBT Know Your Rights Card; Moved by Baylor; seconded by Aldape

Commissioner Donat stated that Attorney Danielle Bailey is drafting an LGBT Know your Rights card on behalf of the LGBT Bar of Wisconsin and is still finalizing the content. Clark Graphics has quoted a price of \$311.22 for 1000 cards in color; Ms. Bailey would like to print 5000 for festivals and distribute to youth groups. The ERC logo would be on the back of the card, in color, as the card's sponsor. Commissioner Aldape asked whether there are any other sponsors. Commissioner Donat responded that there are not. Commissioner Baylor asked whether there is a way to bring the price down. Commissioner Donat responded that there is a volume discount. Commissioner Baylor moved to approve up to \$1000 for the printing of the

LGBT Know Your Rights cards; the motion was seconded by Commissioner Aldape and approved unanimously.

4. Approval of \$150.00 participation fee for table at Juneteenth Day celebration and schedule staffing of booth;

The commissioners discussed staffing the booth at Juneteenth Day and concluded that their scheduling conflicts precluded participation this year. Commissioner Donat moved that the ERC not sponsor a table this year; Commissioner Baylor seconded the motion. The motion passed unanimously.

5. Announcement by Commissioners of upcoming community activities.

Commissioner Aldape said that she has submitted a ballot to be on the Parents' Council at Riverside University High School, which will enable her to be engaged in the educational decisions of the school and involved in the school community. The term would be for two years.

The Commission acknowledged that this would be Commissioner Donat's last meeting. Commissioner Aldape thanked Commissioner Donat for her for her time on the ERC, for her advocacy and for the education she provided on LGBT issues. Commissioner Aldape said that the ERC will continue her work. Commissioner Roman acknowledged that Commissioner Donat's departure leaves two vacancies on the ERC. Commissioner Roman said that recommendations for filling the vacancies can be shared with the mayor's office or with Ms. Monteagudo.

Commissioner Roman mentioned the My Brother's Keeper Initiative Neighborhood Summit is on Saturday, May 30, 2015 at Our Redeemer Church (9:30 – 5 p.m.). This summit is organized by the Mayor's Office and by Alderman Hamilton.

6. Confirm next meeting date and location;

Commissioner Roman suggested that since there will be a new Executive Director of FPC in the coming months and one of the major initiatives of the ERC is to support the FPC, that a new meeting date can be set once that individual is appointed. Commissioner Roman suggested that the next meeting be offsite – perhaps at the Hillside Housing Development – and include a public comment portion.

The ERC tentatively schedule the subcommittee meetings for June 8, 2015 at 3:00-4:00, subject to member availability.

7. Adjourn.

Commissioner Donat moved to adjourn the meeting; Commissioner Baylor seconded the motion. The motion passed unanimously. The meeting adjourned at 4:10 p.m.



MINUTES

BOARD OF EQUAL RIGHTS COMMISSIONERS

October 21, 2015 at 3:00 PM in Room 303 of City Hall

Present:

Aldira Aldape

Marquette Baylor

Mayhoua Moua

Chez Ordonez

Jeffrey Roman, Chair

Maria Monteagudo, Employee Relations Director

Kristin Urban, Human Resources Compliance Officer

MaryNell Regan, Fire and Police Commission Executive Director

Absent: None

Commissioner Roman commenced the meeting at 3:05 p.m.

1. Approval of minutes from the May 20, 2015 ERC meeting.

Commissioner Aldape moved approval of the May 20, 2015 minutes; the motion was seconded by Commissioner Baylor. The minutes were approved unanimously.

Ms. Monteagudo asked that that ERC discuss agenda item #3 prior to discussion of agenda item #2. The Chair agreed to take the agenda items out of order.

2. Budgetary Initiatives Related to the ERC

Ms. Monteagudo explained that the City is currently going through the 2016 budgetary process. The final budget will be approved on November 3, 2015. There is an Equal Rights Specialist position in the proposed DOA budget that will be assigned to this commission in 2016. DOA Director Sharon Robinson will be the hiring manager and is working on a draft job description for the position. The Equal Rights Specialist position will be one of several positions added to the DOA budget to support equal rights and similar initiatives in the City. Commissioner Roman said that it's a big accomplishment and step forward to have a position dedicated to the ERC. Commissioner Roman said the ERC appreciates the work DER has done to support the ERC.

Ms. Monteagudo said the DER staff will assist in the transition. Commissioner Baylor asked about the status of the commissioner vacancies on the ERC. Commissioner Roman said he is working with Clifton Crump of the Mayor's Office on this issue; the Mayor's office will identify individuals to fill the vacancies on the ERC. Ms. Monteagudo suggested that the ERC schedule one more meeting this year and invite someone from the DOA to attend to ensure a smooth transition.

3. Discussion relative to working with the Fire and Police Commission executive director on community relations and engagement initiatives.

Commissioner Roman welcomed new FPC Executive Director MaryNell Regan. Commissioner Roman said that over the past year, the ERC has talked about how to leverage its relationship with the FPC to increase community-wide understanding of its functions and to assist in bringing issues from the community to the attention FPC, recognizing the FPC's quasi-judicial role. Ms. Monteagudo stated that the ERC had developed a plan for collaboration with FPC staff and that plan was shared with the former chair, Sarah Morgan, last spring. Commissioner Morgan wanted to wait until a new Executive Director was appointed to staff the FPC prior to a discussion regarding opportunities for collaboration.

Ms. Regan provided a brief history of the FPC and discussed its original purpose, which was and remains to eliminate political cronyism in hiring and to provide an independent civilian oversight agency vis a vis the protected service departments. The FPC was established in 1885. The FPC selects the fire and police chiefs and approves all hiring and promotions within both departments. The FPC hears and decides on employee disciplinary issues and provides oversight and review for both departments. The governing statute is Wis. Stats. 62.50. As the Executive Director, Ms. Regan may serve as the independent auditor of both departments. The FPC also evaluates citizen complaints.

Ms. Regan said she is very open to collaborating with the ERC. Ms. Regan stated that, given the portion of Chapter 109 that charges the ERC with community educational and outreach, the ERC could vet some of the community issues for her as executive director and could provide education to the community on the functions of the FPC and the respective departments. Ms. Regan said she also envisioned receiving advisory reports from the ERC to determine what FPC issues may need to be explained further, either in an ERC meeting with a departmental speaker on the topic or as an issue about which the ERC could hold a listening or educational session in the community.

Ms. Regan explained that there is an emphasis in the MPD's training curriculum on addressing mental health issues, de-escalation and fair and impartial policing. Commissioner Baylor agreed that community members need to understand the role of the FPC, as there are many misperceptions as to its statutory role. Commissioner Baylor said that the FPC also needs to build trust within the community. Ms. Regan said that the ERC provides a structure for citizens to come and voice concerns. Ms. Regan elaborated that FPC meetings are business meetings, therefore the commission's ability to hold public hearings or listening sessions at their business meetings is limited, though the FPC can schedule separate public meetings on specific topics. Ms. Regan reiterated that the ERC provides an ideal forum for a civil discourse on issues of concern to the community; if the sole purpose of such sessions is to listen, then that is helpful as well.

Commissioner Baylor suggested that the ERC could go out into the community to have about four meetings per year as listening sessions. Ms. Regan said such an approach by the ERC would be very helpful to her and to her staff. Ms. Regan reiterated that the FPC is a quasi-judicial commission and the members have to protect their impartiality. Ms. Regan said that the FPC commissioners are very aware of their quasi-judicial role and the provisions of the open meeting law, which prohibit comment on specific issues unless they are on the agenda.

Ms. Regan has introduced an unfinished business portion of the meetings during which she provides specific responses to questions or concerns raised during public comment at the previous meeting.

Ms. Monteagudo explained that the ERC's role in this regard can't overlap with the responsibilities of the FPC under Wis. Stat. 62.50, but the ERC can identify items for the executive director's attention. Commissioner Baylor stated that this is an important community relations piece. Commissioner Roman said that it is important to him to ensure this new structure is rolled out properly going into 2016, including how it is communicated to the public.

Ms. Monteagudo suggested that Ms. Regan explain any proposed changes related to the way the FPC processes citizen complaints. Ms. Regan stated that the Research Committee is looking at the citizen complaint process and evaluating its current effectiveness and how it could be improved. Ms. Regan said that many complaints are not technically rule violations, rather a perception of treatment issue or questioning how a law was applied in a certain circumstance. Ms. Regan said that she just attended a conference that talked about providing multiple venues in which citizen oversight entities listen to citizens. She said that there are already many really good community outreach programs in MPD; the ERC can assist as another forum and in providing education.

Commissioner Baylor suggested that there may be an opportunity through a letter or a video for Ms. Regan to introduce herself and her approach to the community; this would build the human side of the commission. She said that the FPC can build a legacy on improved community relations.

Ms. Monteagudo said that DER staff and Ms. Regan will work on a structural summary prior to next ERC meeting. Ms. Monteagudo suggested that DER staff develop examples as to how this collaboration between the FPC executive director and the ERC would work (e.g. host four meetings offsite with specific agenda items). Commissioner Roman suggested that the ERC establish a calendar prior to the beginning of the year with all the significant community listening sessions listed. Ms. Monteagudo suggested that a meeting be scheduled before the end of the year to summarize and finalize the structure of the relationship between the ERC and the FPC executive director.

4. Announcements by Commissioners of upcoming community activities.

Commissioner Roman discussed the My Brother's Keeper activities citywide and indicated that a schedule of events can be found in two locations: the City's website: www.milwaukee.gov/bma and www.bmocmilwaukee.org. Commissioner Aldape mentioned that the Latino Family Expo is this weekend (10/23 and 10/24/15) at South Division High School and the schedule is generally 11 a.m. – 5 p.m.

5. Confirm next meeting date and location. Ms. Monteagudo suggested that the ERC have a transitional meeting prior to the ERC being staffed by the DOA. The next ERC meeting is tentatively scheduled for November 18, 2015 at 3 p.m.

6. Adjourn. Adjournment moved by Commissioner Moua; seconded by Commissioner Ordonez. Unanimously adjourned at 4:35 p.m.



MINUTES

BOARD OF EQUAL RIGHTS COMMISSIONERS

December 2, 2015 at 2:30 PM in Room 301B of City Hall

Present:

Aldira Aldape
Marquette Baylor
Mayhoua Moua
Chez Ordonez
Jeffrey Roman, Chair

Maria Monteagudo, Employee Relations Director (DER)
Kristin Urban, Human Resources Compliance Officer (DER)
MaryNell Regan, Fire and Police Commission Executive Director (FPC)
Sharon Robinson, Administration Director (DOA) Steve
Mahan, Block Grant Director (DOA)

Absent: None

Commissioner Roman commenced the meeting at 2:35 p.m.

1. Approval of minutes from the October 21, 2015 ERC meeting.

Commissioner Aldape moved approval of the October 21, 2015 minutes; the motion was seconded by Commissioner Moua. The minutes were approved unanimously.

2. Discussion regarding transition of ERC from the Department of Employee Relations (DER) to the Department of Administration (DOA)

Ms. Monteagudo explained that the 2016 City of Milwaukee budget includes an Equal Rights Specialist position that will be within the Department of Administration (DOA) and will staff the Equal Rights Commission. The position will be classified by the Department of Employee Relations' Compensation staff and that classification must be approved by the Finance and Personnel Committee. Ms. Monteagudo introduced Steve Mahan and Sharon Robinson of the DOA and said they would be selecting the ER Specialist and working closely with that individual. Ms. Robinson indicated that the ER Specialist may report directly to her.

Ms. Monteagudo said that FPC Executive Director MaryNell Regan is here to discuss the proposed collaboration on community engagement with the ERC, which the ERC has discussed at the last few meetings. Under this proposed model, the ERC would serve as a conduit regarding community issues for the Executive Director of the FPC.

Ms. Monteagudo stated that Mr. Mahan would like to discuss the ERC's role related to HUD funding of community organizations, including the Fair Housing Council. Ms. Monteagudo indicated that this is a brainstorming session for short and long-term goals for the ERC in this period of transition.

Mr. Mahan stated that there are mandatory requirements for receipt of HUD funding, including maintaining an arm that addresses equal rights pertaining to fair housing. This piece is generally managed by the Metropolitan Fair Housing Council (FHC). Mr. Mahan said that the ERC could oversee the complaints received by the FHC or could review aggregate data regarding complaints and how they are handled. Ms. Monteagudo indicated that in the past, the ERC referred housing complaints to the FHC, however there has not been a mechanism for the FHC to provide feedback to ERC regarding how complaints have been addressed. Ms. Monteagudo suggested that the ERC could further define how to measure success for the FHC in addressing equal housing issues. Mr. Mahan suggested that the new ER Specialist may serve as a compliance officer for the HUD funding that is run through the Fair Housing Council. Additionally, Mr. Mahan said that the ERC could request specific reports and identify holes in the system, based upon an analysis of these reports. Ms. Monteagudo asked how this enhanced accountability role and reporting expectation would be conveyed to the FHC; Mr. Mahan responded that could be done through a letter to the FHC. Ms. Monteagudo asked that Mr. Mahan send the ERC the language in the 2016 FHC contract that establishes the accountability expectations.

Commissioner Roman asked how the job description would be drafted to reflect the other areas that the ER Specialist would support. Ms. Monteagudo indicated that a preliminary job description had been drafted by the DOA. Ms. Monteagudo mentioned that fair housing is only one piece of the ERC's role; the ERC has spent a lot of time on one of their other prime functions: accountability. Specifically, most meetings have included a presentation by a City department head, not only to educate the ERC regard the roles, initiatives, successes and challenges of his or her respective department, but to afford the ERC members an opportunity to ask the department head questions regarding access and other accountability concerns. Ms. Monteagudo stressed that the accountability role is as important as the fair housing role in the ERC's purpose under Chapter 109. Commissioner Baylor also stressed that the accountability piece is a very important aspect of the ERC's role and that the proposed community relations collaboration with the FPC is critical. Commissioner Baylor stressed that the ER Specialist should not just work on fair housing issues because the ERC would not want to lose momentum on police relations and other accountability initiatives. Commissioner Baylor suggested that this expectation be spelled out in the job description. Commissioner Roman reiterated Commissioner Baylor's concern and said that the ERC had three primary roles: community engagement, accountability and housing and employment discrimination; the ER Specialist job description should be reflective of the scope of the position. Ms. Monteagudo stated that the Mayor wants to maintain the accountability piece, which could be an ongoing part of the AIM meetings. Ms. Monteagudo suggested that there are other programs in the DOA with which the Equal Rights Specialist may interface, such My Brother's Keeper and the Black Male Achievement programs.

Ms. Regan suggested that she would be willing to partner with the incumbent of the ER Specialist position to brainstorm ideas, including having educational forums as part of the community and neighborhood engagement role. Ms. Regan also suggested that as a

housekeeping matter, Chapter 109 could be amended to provide clarification of the role of the ERC.

Commissioner Roman asked whether the ERC members would have an opportunity to review the job description. Ms. Robinson expressed concern that the workload of the ER Specialist would be affected by the expectation that the ERC meet four times per year. Commissioner Romans said that the ERC would likely meet monthly, as they had been, and then reassess the need as the ER Specialist position evolves. Commissioner Baylor mentioned that the ERC also has two subcommittees: community and neighborhood engagement and accountability. Ms. Monteagudo suggested that the ERC send suggestions regarding the knowledge, skills, abilities and other characteristics for the ER Specialist to Ms. Urban; Ms. Robinson said that would be a good idea. Commissioner Ordonez asked whether there is an official transition date from the DER to the DOA for the ERC's work. Ms. Robinson said that DOA would assume responsibility for the ERC after January 1, 2016. Ms. Monteagudo said she and her staff are happy to facilitate the transition. Commissioner Baylor mentioned that there are two open seats on the ERC; Commissioners Aldape and Baylor said they had recommendations for individuals to serve on the ERC. Ms. Monteagudo recommended that the commissioners send their recommendations to Clifton Crump of the Mayor's office.

3. Announcement by Commissioners of upcoming community activities.

Commissioner Roman stated that UW-M is hosting the third annual summit for black male youth on December 15 and 16, 2016. This program is for middle and high school students. Commissioner Moua mentioned that the Hmong New Year will be celebrated at the State Fair Grounds on December 5 and 6, 2016 and there will be a Hmong Health Conference at UW-M on April 16, 2016.

4. Tentative next meeting date:

Wednesday, January 20, 2016. NOTE: The January 20, 2016 ERC meeting will be rescheduled by DOA staff on a date TBD.

5. Adjourn.

Adjournment moved by Commissioner Ordonez; seconded by Commissioner Baylor. The meeting was adjourned at 3:45 p.m. by a unanimous vote.